



Mentor Logistics

Mentor Resignation

If you are not able to finish the school year for any reason you must write a report detailing the progress of each of your schools for the year. This will ensure an easier transition for the mentor replacing you and will provide them with the necessary information for their reports. Your report should include the following information

1. Your name
2. School name
3. Principal name and contact information
4. School Coordinator name and contact information
5. Goal level
6. Brief description of your experience
 - a. Has it been hard to get in contact with the SC
 - b. What is the best way to reach to SC and/or principal
 - c. Anything else you feel will help the next mentor
7. List the criteria of the level(s) they are maintaining and their activities
8. List the criteria of the level(s) they are planning to achieve

Write a report of any activities you have completed and include any policies you have written. You must also contact your school coordinator and/or principal to let them know that you will be leaving. Give them the number of your LHD; let them know they can contact them if they have any questions before the new mentor arrives.

See the next page for an example of a resignation form.

Green Meadow Elementary

Mentor: Courtney Hall

School Coordinator: Mark Scheer 586-5685, mark.scheer@apple.k12.ut.us

Principal: Kathleen Miller 586-5685

Goal Level: Silver

Green Meadow is working on achieving the silver level this year. They achieved Bronze last year and are maintaining that level. We had a kick-off assembly on September 2, 2005.

The principal, Kathleen Miller, has been hard to get a hold of but is supportive of GMS. The SC, Mark Scheer, is great to work with; it is best to reach him by his e-mail address listed above. They both know that I am leaving and are expecting a new mentor to contact them.

BRONZE- Maintaining

#1: PE policy in principal's office, policy reviewed and redated

#2: Teachers continue to teach health Ed core curriculum

#3: Continue to walk the GMM. GMM was part of the kick-off assembly. They have made a goal to walk to England. There is a map in the main hall to track their progress. They walk the mile each Thursday at recess. The track is marked outside. They students must walk around the track twice to equal a mile. Students have a ticket that gets punched for each lap when their ticket is full (10 punches) they put it in a box by the office. I count the tickets each Thursday and move the cougar (their mascot) the appropriate distance towards England.

#4: Safe Routes policy and map in principal's office for 2004-2005. Started revising this year's policy. Revision still in progress. Must be signed by Principal when complete. Contact Jeff Smith, local law enforcement, at 458-6582 to check on progress. Mark Scheer is also working on this so you can talk to him about the policies progress.

#5: Tobacco policy in principal's office, policy reviewed and redated

#6: Heart Health Surveys turned in last year

SILVER- Goal

#1: PTA sponsored Walk to School Day in October; description included

#2: nothing done yet

#3: Green Meadow offers competitive and non-competitive physical activity

Additional #1: Students participated in Walk to school day; description included

Additional #5: Students will participate in Truth from Youth in March but nothing has been done so far

Additional #13: The principal would like a no withholding PE policy but it has not been written yet

Silver #1 Description: PTA helped to plan, promote, and hold Walk to School Day. They worked with the bus drivers to determine where bussed students would be dropped off. They also stood at these drop off points and acted as the walking school bus drivers. They found sponsors to provide breakfast for the students who walked and helped serve the breakfast. They also helped distribute the walk to school day stickers to the students.

Additional #1 Description: Green Meadow Elementary participated in the Walk to School Program on Wednesday October 5, 2005. The school sent letters to the parents to inform them of the event and encourage them to participate. On the morning of the event students walked to school using the established Safe Routes. Students who ride buses were dropped off one mile from the school so that everyone had an opportunity to walk. Miss Appleton and Officer Friendly attended the event. They distributed pins to those students who walked to stickers. They spoke with the students and encouraged them to continue to walk to school and to stay active and healthy.